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Letter to Pam Williams regarding AALL visit to SEAALL, May 27, 1993

Jean O'Grady

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March 24-27 '94

May 27, 1993

Pamela Williams
Assistant Director for Public Services
University of Florida
College of Law Legal Information Center
Gainesville, FL 32611

Dear Pamela:

The American Association of Law Libraries, in an attempt to maintain close relations with its affiliated chapters, encourages each chapter to invite an Officer or Executive Board member to visit each year.

In July 1991, the AALL Executive Board instituted a revised Chapter Visit Policy in order to create an equitable means of distributing the demand on Officers' and Board Members' time. The revised policy is enclosed. Please read it and the "Checklist for AALL Chapter Visits" before completing the yellow form. The expenses related to the visit are shared between AALL and the chapter as outlined in the enclosed checklist. Please note that all scheduling is to be managed here at Headquarters.

Please note that the 1993-94 Chapter Visit Request form is due to Headquarters by July 1, 1993 and that the form should be returned even if the chapter elects not to invite a board member to visit during 1993-94. Confirmation of the 1993/94 chapter visits will be mailed in late August.

We hope SEALL elects to participate in the chapter visit program during 1993-94; it can be an enriching experience for both the chapter and the board member.

If you have questions, please give either of us a call.

Best regards,

Jean O'Grady
Chair, Council of Chapter Presidents

Martha S. Brown
Director of Programs

chvisit.ltr

CHAPTER VISIT REQUEST FORM

Name of Chapter: SEALL

Your Chapter is eligible for a visit from [see names on enclosed Chapter Visit Schedule]

☒ President, Vice President/President-Elect, or Immediate Past President☐ Secretary, Treasurer, Senior Executive Board Member☐ Executive Board Member)Do you want to schedule a visit in 1993-1994? ☒ Yes ☐ NoWhom do you wish to invite? President Kay Todd

If the person you prefer cannot attend, who are your alternate choices from your group? _____

Board's convenience

If you have no preference, you will be notified of the person making the visit.

Date(s) of Meeting: March 24-27, 1994Location of Meeting: Grove Park Inn, Asheville, NC
(name of Institution, hotel or facility, and city and state)

The AALL Representative will speak about the Association at your meeting. In addition, will he/she be requested to meet with the Chapter Board, serve as a speaker on an educational program or panel (what subject?), etc. Please try to be as specific as possible by including date(s), time(s) and desired length of presentation:

not known at this time

If there are any items related to potential travel problems to the meeting site or any comments on the plans for your Chapter meeting that the AALL visitor should know about in advance, please state:

Name of Person to Contact to Make Final Arrangements: Pam WilliamsInstitution/Firm: University of Florida Legal Information CenterAddress: College of LawBusiness Telephone: 904 / 392-0417 Home Telephone: 904 / 378-9716FAX: 904 / 392-5093 E-Mail: Lawpam@Nerum.Nerdc.Edu

COMPLETE AND RETURN TO MARTHA BROWN, DIRECTOR OF PROGRAMS BY JULY 1, 1993

AALL has a commitment to its chapters to keep each other informed of national issues and the activities of AALL. To that end, the Association sponsors the attendance of someone from the Executive Board to visit a chapter on an annual basis.

The following checklist has been prepared to assist you with planning your chapter visit from the AALL Executive Board member. Although many of the chapters are aware of the items on the checklist, certain items can be forgotten when planning the visit. The Chair of the Council would appreciate suggestions and comments to the checklist.

CHECKLIST FOR AALL CHAPTER VISITS

1. Headquarters will send to the Chapter President a Chapter Visit Request Form no later than the second week of May. Since the number of chapters has so increased, it is impossible for the President to visit each chapter annually so a rotation schedule has been developed. The request form should be returned to Headquarters by July 1.
2. After receiving the name of the AALL visitor from Headquarters (along with the visitor's C.V. or resume), a letter should be sent to the individual informing them of the location, date and time of your chapter function.
3. When your chapter begins to publicize the chapter meeting in which the AALL visitor will participate, a copy of the announcement(s) should be sent to the AALL visitor who will be visiting your chapter.
4. When your chapter has finalized its plans, inform the AALL visitor. The chapter is responsible for the AALL visitor when he/she arrives at your meeting site.
 - A. Make sure arrangements have been made for accommodations for the AALL visitor. Unless the visitor is geographically close to the chapter, overnight accommodations for the AALL visitor should ordinarily be assumed. Notify the visitor whether he or she will be a guest of a chapter member or staying in a hotel. If the visitor is staying at a hotel, communicate the arrangements for payment to the AALL representative, i.e., the chapter will be billed directly by the hotel; the representative will pay upon departure and request reimbursement from the chapter.
 - B. The chapter president or a designated chapter member is responsible for transporting the AALL visitor. This means picking her/him up at the airport, train or bus station, returning them to the same location and insuring that someone will transport them (should it be necessary) during their chapter visit.
5. The chapter is responsible for all registration fees, housing, meals and local ground transportation costs for the AALL visitor while attending the chapter function. AALL is responsible for transportation to and from the chapter visit.
6. When the final program is distributed to the chapter members, a copy should be sent to the AALL visitor.
7. Along with the chapter program, a biography of the chapter and any interesting facts concerning the chapter should be sent to the AALL visitor. This will enable the visitor to converse more easily with members and will better assist him/her during the chapter visit.
8. If the AALL visitor is to speak, please advise him/her how long you would like the talk to be and if there is a particular area of the Association's business you would like them to emphasize.
9. At the time you are notified who will visit you from AALL, a C.V. or resume will be sent to the chapter president from Headquarters. This will be useful when preparing the introduction of the AALL visitor. It may also serve as the basis for a press release to your local papers and that of the visitor.

10. During the AALL visitor's stay, try to arrange a lunch or some other social gathering between the AALL visitor, the officers and board members of your chapter. This type of social gathering will allow everyone to get to know each other a little better and should provide useful insights into the different organizations.
11. If there is time in the agenda, arrange for a visit to an area law library that would be of interest to the AALL visitor.
 - A. Remember your chapter is related to the national organization. The AALL leader visiting you is as interested in your activities and accomplishments as they are in sharing national AALL news and activities with you. She/he is your guest. If the AALL visitor does not know any people in your chapter, please do your utmost to help her or him feel comfortable and give them the chance to meet as many of your members as possible.
12. If the chapter is in close proximity to an ALA-accredited Library School, consider inviting its students, faculty, and the Dean to the meeting or program.
13. After the chapter visit has concluded and the dust has settled, remember to send a thank-you letter to the AALL visitor.

["Something my chapter does is to get a small gift for the AALL representative that reflects the meeting site. This is usually placed in the visitor's room during the visit. This small token has been always been appreciated and will be appreciated and will be a reminder of the visit." Joan White 5/90]

1. Each Chapter will have the opportunity for a visit from the President, Vice-President/President-Elect, or Immediate Past President [Group A], every third year. In the subsequent year, the chapter will be eligible for a visit from one of the four first or second year board members [Group C]. In the third year, the chapter will be eligible for a visit from the Secretary, Treasurer, or a senior (third year) board member [Group B].
 - A. The Chapter may request a specific person from each group and every effort will be made to accommodate the request. If the person invited cannot fulfill the request, one of the other persons will make the visit. The Director of Programs will facilitate this process and the visitor will be determined by the members of the Executive Board group involved in consultation with the Chapter President requesting the visit.
 - B. If a Chapter is celebrating a particular event or having a special program in a particular year, an attempt will be made to honor the request for the President, Vice-President, or Immediate Past President to visit the Chapter event though the Chapter is not scheduled for a Presidential visit that year. If none of these persons can make the visit, another Executive Board Member may fulfill the request for representation. The visitor will be determined by the President in conjunction with all interested parties. The Director of Programs will be notified of changes in the rotation.
 - C. In the event of multi-Chapter or regional meetings, the chapter visit will be "charged" only to the chapter issuing the invitation.
2. **Requests for Chapter visits will be managed through Headquarters.**
 - A. In May of each year, the Director of Programs will contact all Chapters and inform them of the chapter visit rotation schedule; the chapter place on it; and the Executive Board members scheduled to visit each group of chapters during the next program year (July to July).
 - B. The Chapter President will complete and return the Chapter Visit request form to the Director of Programs by the specified date.
 - C. The Director of Programs will manage the scheduling process. In the event of conflicting requests, all parties will be consulted and reasonable alternatives developed.

1993-1994 Chapter Visit Schedule (rotation approved by Executive Board 7/19/91)

GROUP A

Chapters Entitled to Visits from the President (Kay Todd), Vice President/President-Elect (Carol Billings), and Immediate Past President (Mark Estes)

1. CALL Chicago Association of Law Libraries
2. COALL Colorado Association of Law Libraries
3. GPLLA Greater Philadelphia Law Libraries Association
4. HALL Houston Area Law Libraries
5. LLAW Law Librarians Association of Wisconsin
6. LLNE Law Librarians of New England
7. PAALL Phoenix Area Association of Law Libraries
8. SEALL Southeastern Chapter of the American Association of Law Libraries
9. SFALL South Florida Association of Law Libraries
10. VALL Virginia Association of Law Libraries

GROUP B

Chapters Entitled to Visits from the Secretary (Gail Webb), the Treasurer, (Judy Meadows), and Senior Executive Board Members (Mary Lu Linnane and Robert Oakley).

1. ALLA Atlanta Association of Law Libraries
2. DALL Dallas Association of Law Libraries
3. LLOPS Law Librarians of Puget Sound
4. LLAGNY Law Library Association of Greater New York
5. LLAM Law Library Association of Maryland
6. Mich/ALL Michigan Association of Law Libraries
7. NOALL New Orleans Association of Law Librarians
8. NJLLA New Jersey Law Librarians Association
9. NOCALL Northern California Association of Law Libraries
10. ORALL Ohio Regional Association of Law Libraries

GROUP C

Chapters Entitled to Visits from Executive Board Members, Margie Axmann, Patricia Patterson, Anne Puckett, and Tom Reynolds.

1. ALLUNY Association of Law Libraries of Upstate New York
2. LLSDC Law Librarians Society of the District of Columbia
3. MAALL Mid-America Association of Law Libraries
4. MALL Minnesota Association of Law Libraries
5. SCALL Southern California Association of Law Libraries
6. SNELLA Southern New England Law Libraries Association
7. SWALL Southwestern Association of Law Libraries
8. WESTPAC Western Pacific Chapter of the American Association of Law Libraries
9. WPLLA Western Pennsylvania Law Library Association
10. LLAA Law Libraries Association of Alabama